Frequently Asked Questions

1.	I have completed my B.E. / B.Tech Engineering degree after diploma in engineering. Am I eligible to apply? How should I calculate my aggregate marks?
Ans.	Yes, as long as the engineering degree is as stipulated in the advertisement. You should have minimum 60% marks (For SC, ST & PwBD - minimum 50%) in aggregate of all semesters, in qualifying graduate (B.E. / B. Tech.) Degree.
2.	How do I enter work experience in the application form? Also, My work experience is falling short by few days. Can I apply?
Ans.	No, you are not eligible. The relevant work experience stipulated for the posts would be reckoned as of **20th Mar 2020.** Similarly, cut-off date for upper age as stipulated in advertisement would be reckoned as **20th Mar 2020.** Work experience is to be entered in reverse chronological order. i.e latest experience will be entered in the first row and next latest will be added in the subsequent rows. Work experience will be counted post successful completion of **Qualifying Degree**.
3.	Is there any specific format in which I have to upload my CV?
Ans.	Yes. CV should be in a standard format. The standard template for the same has been uploaded on the website. The doc / docx file format file size should be maximum 1 MB.
4.	As per the rules of my current organisation, NOC is not provided for attending an interview. I can produce the copy of the rule on the letter head of my organisation. Can I attend the interview?
Ans.	No. No Objection Certificate at the time of interview is mandatory.
5.	I am working with Central / State Govt. / PSU, Do I need to apply through proper channel, If yes Where do I send the hard copy of my online application form?
Ans.	Yes. Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should submit their application through proper channel. They must produce No Objection Certificate at the time of interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained. You need not send any hard copy of the application.
6.	I am working with Central / PSU / State Govt. organisation from third party payroll.Do I need to produce NOC at the time of interview?
Ans.	No.Candidates working with Central / PSU / State Govt. organisation on third party payroll need not produce NOC.
7.	While filling online application I have made an error. How do I rectify it?
Ans.	Please note that application process for all the positions is through online mode only. There is no manual intervention for editing application forms under any circumstances.You may reapply using different email id.
8.	I belong to the reserved category. Am I required to attach the Certificate at the time of applying online?
Ans.	You are not required to attach any Caste/Category certificate at the time of applying online. However, please ensure that you possess the **requisite certificate as prescribed** for appointment to posts under Govt. of India. Please visit our career website, the exact formats for Caste / Community / Disability Certificates pertaining to EWS/SC/ST/OBC-NC/PWBD are available under downloads. **You are required to produce the same at the time of Interview.** In any case, it may please be noted that the onus of providing correct information w.r.t. Caste/community rests entirely with the candidates. Please note that at any stage of the recruitment process, it is found that the information/documents furnished by you is false/ incorrect, your candidature will be cancelled.

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9.	If I am not able to take print out of my application after filling the online application, can I take it at a later stage? Will I be able to view my application after submitting the same online?
Ans:	**Yes.** You can view and print your application anytime by logging in with your unique application ID number generated after successful submission of your application online. **You will not be able to make any changes in the application once submitted.**
10	I have completed online application procedure. What is next?
Ans:	After completion of online application, confirm that you have made the application fee payment. (if applicable). For further process, stay updated by visiting our career website https://www.hrrl.in/
11	I have a B.E. / B. Tech degree in a branch which has not been specified in the detailed advertisement. However, course curriculum is similar to Engg. Disciplines notified. Can I apply with my Engineering Discipline?
Ans:	No. Candidates having engineering degree in a branch other than specified in the detailed advertisement are not eligible to apply.
12	I have diploma in industrial safety, but bachelor degree discipline is not as prescribed in the advertisement. Am I eligible to apply?
Ans:	No. Fire & Safety candidate must have Full time regular BE/ B Tech in engineering disciplines as mentioned in the advertisement.
13	Where the university does not give percentage and only gives Letter Grades/CGPA/OGPA, how to fill-in the % of marks in the online application?
Ans:	The Letter Grades/CGPA/OGPA should be converted into % as per conversion formula applied by the Institute/ University. A Percentage Conversion letter is to be obtained from the University.
14	I am not sure whether I fulfil the criteria for getting benefit under SC/ST/OBCNC/EWS/PwBD category. What do I do?
Ans.	The onus of providing a valid relevant certificate rests with the candidate. In case it is found at any stage of recruitment process/ any time after recruitment, that the candidate has obtained reservation benefits by submitting false/ incorrect certificate/ information; the candidature of such candidates will be cancelled/ services will be terminated immediately.
15	My name on Degree Certificate is mentioned as Sharma R K while in my Class X pass certificate the same has been mentioned as Robin Kumar Sharma. Please advise how should I fill in my name while applying?
Ans	In case there is a mismatch in names (including the way it is written), in HRRL application form with that of any document like Class X/XII/ graduation mark-sheet/ Work Experience certificates, the onus will be on the candidate to establish that both the persons are same. If HRRL is not satisfied with the explanation/ proof provided, the candidature will be rejected.
16	I am applying for the position where minimum educational qualification is BE /BTech. I have also completed ME/ M.Tech. However, the dropdown does not provide an option for ME/ M.Tech. How do I apply?
Ans	Please select BE/B.Tech from dropdown. You may add ME/M.Tech details under educational qualification column.

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17	**I belong to reserved category.Can I apply against a position for unreserved category ?**
Ans	Yes.In such case,candidates will not be given any relaxations or concessions applicable for reserved category candidates.
18	**Where do I contact for my queries?**
Ans.	For all the queries not answered above you may write to us on **career@hrrl.in**. Candidates may please also note that personal calls and/or interaction with any of the HRRL's officials during recruitment drive is discouraged, except when absolutely necessary.